

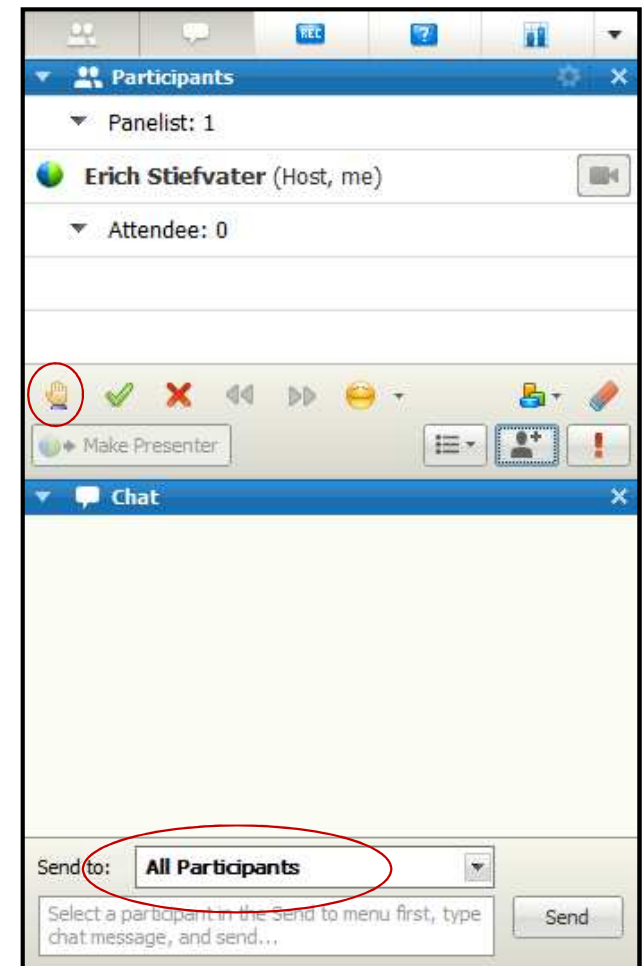
*Webinars for Supervisors*

# Welcome to The Role of Sub-Site Supervisors: a Mini-Supervisor Orientation

# Tips for Participating

## *Webinars for Supervisors*

- Phones are muted
- To share your questions and responses, use the Chat panel
- To share or ask a question verbally, raise your hand
- Links and recording will be available after the session



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Welcome to  
**The Role of Sub-Site  
Supervisors:  
a Mini-Supervisor  
Orientation**

# Today's Team

*Webinars for Supervisors*



Amy Cannata

Education Northwest



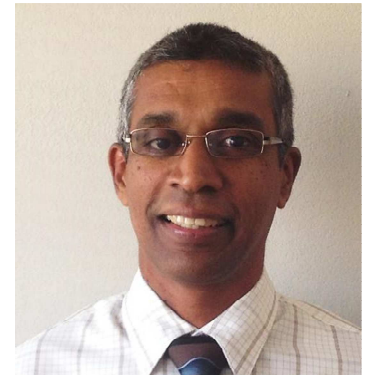
Ericc Powell

Corporation for  
National &  
Community Service



Lois Morgan

Bank Street College  
of Education



Kapila  
Wewegama

Training Facilitator

# Session Goals

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By the end of the webinar you will be able to:

- Recognize how you fit in to the National Service network
- Explain the mission of VISTA through real-world examples
- Create a list of common tasks that are expected
- Prepare for effective member management

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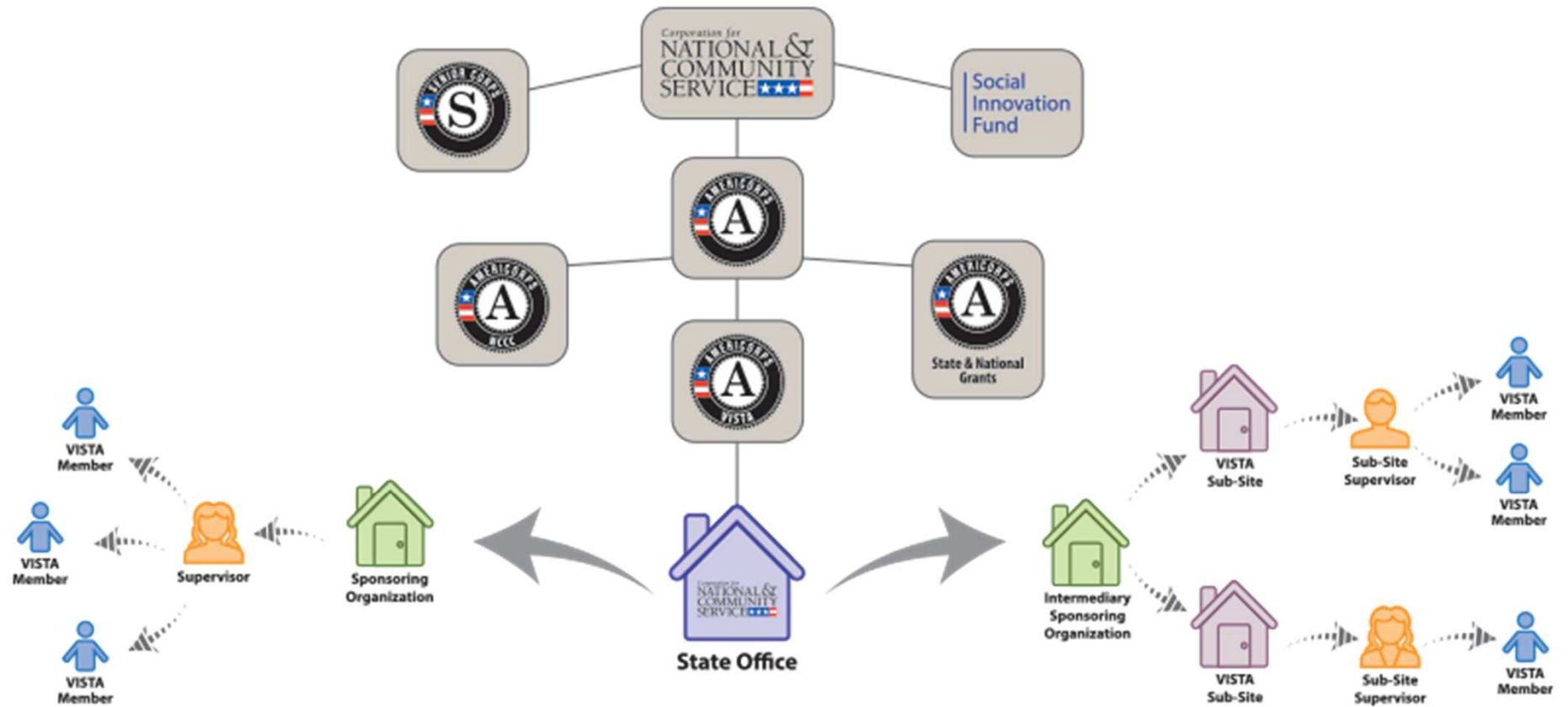
# How do you fit in ?



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Northwest

# How do you fit in?





# How do you fit in?

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A VISTA Supervisor is a...

- Guide
- Collaborator
- Advocate
- Supervisor
- Visionary
- Communicator
- Connector
- Team Leader



# How do you fit in?

## Activity:

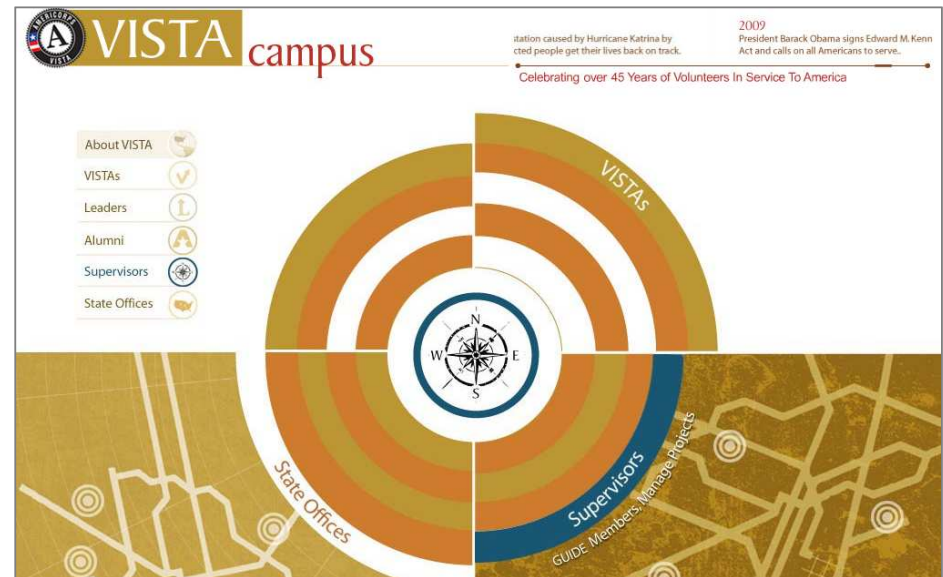
Web: Explore the VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance

### VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance

This document lists background knowledge that you and your sub-site supervisor(s) need to know, along with the key tasks to be completed by you or your sub-site supervisor(s). Use this resource as a tool to work in partnership with your sub-site supervisor(s) to lay a foundation for project success.

Each build background knowledge by exploring the resources (additional resources can be found at: <http://vistacampus.gov>). Use the "sponsor" and "sub-site supervisor" columns to assign each person's tasks. Tasks in the first two columns have been pre-assigned, as indicated by check marks, because of their importance to both the sponsor and sub-site supervisor. You may want a separate document for each sub-site.

TASKS	SPONSOR	SUB-SITE SUPERVISOR	RESOURCES	NOTES
<b>What you need to know to be successful</b>				
<b>Background Information</b>				
Learn about the history & mission of VISTA	✓	✓	<a href="#">AnswerCamp VISTA Mission &amp; Legacy Guide</a>	
Become familiar with the National Service structure	✓	✓	<a href="#">VISTA 101 (PUSH Course)</a> <a href="#">Supervisors Orientation Workbook</a> • National Service Network Graphic: PDF, p. 8	
Identify your place within the National Service structure	✓	✓	<a href="#">Supervisors Orientation Email Guide</a> <a href="#">Supervisors Bulletin Board Display Guide</a>	
Articulate and apply concepts building concepts for your organization, community and site	✓	✓	<a href="#">VISTA Campus Building for Supervisors (PUSH Course)</a> <a href="#">Campus Building: Needs &amp; March Activity (PDF)</a>	



VISTA Campus  
<http://vistacampus.gov>

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# What do you need to know?



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Training Facilitator

# Know: AmeriCorps VISTA

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## History & Facts

**1965**, began as part of the War on Poverty

## Mission

VISTA builds capacity in nonprofit organizations and communities to help bring individuals and communities out of poverty.

# Know: CNCS & VISTA

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## History & Facts

**1993**, VISTA was incorporated into the AmeriCorps network of programs

**7,000** members serve each year

**1,000+** projects nationwide

Know:

Since 1965, over 190,000 people have served as VISTA volunteers working with local organizations to strengthen communities and help people escape poverty.

## VISTA Impact Facts

8,165 VISTAs served with 1,132 anti-poverty programs

VISTAs helped raise \$170.1 million in funds and in-kind contributions for anti-poverty efforts

115,000 veterans and military family members were served

12,610 veterans and military family members were engaged as community volunteers

VISTAs mobilized 1.1 million community volunteers who served a total of 11.7 million hours

2.5 million disadvantaged youth were served

Eighty percent of former VISTA members continue to volunteer in their communities after their term of service ends

2012



# Know: Capacity Building

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## Activity:

Poll: What is Capacity Building?





# Know: Capacity Building

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## Capacity Building activities:

- *create, expand, or strengthen an organization's systems or processes*
- *transfer knowledge, products, and relationships to the staff and volunteers of the host site*

Capacity building allows the organization and the community to sustain the VISTA's project activities once the project period has ended.



# Know: Capacity Building

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Real-life example:

A VISTA Member is assigned to design, develop, and implement an after-school tutoring program.

**Activity:**

Chat: *What are the Capacity Building activities this VISTA will carry out?*

*Do you think the VISTA might do some tutoring?*

# Know: Direct Service Activities

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Provides immediate solutions to help people in need. These can include activities like tutoring, performing manual labor, teaching, doing clerical work, or counseling.

**Activity:**

Chat: *When would it be appropriate for a VISTA Member to carry out direct service?*

# Know: Rules and Regulations

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## Prohibited Actions

- Policies related to employment, political activity, criminal activity, religious activity, education, time & attendance
- Early terminations
- Removal from project
- Nepotism



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# Know: About VISTA Benefits

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VISTA Member Support Unit (VMSU)

**National Service Hotline**

Toll Free: 800-942-2677

Fax: 703-206-7276

[questions.nationalservice.gov](http://questions.nationalservice.gov)

# Know: VMSU Support Areas

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## End of Service Benefits

- Education Award
- Interest Accrual
- Forbearance Requests
- Stipend

## Travel

- Reimbursements
- Emergency

## Service Letters

- Currently Serving
- Verification of Service
- Income Disregard

## Benefits

- Child Care
- Health Benefits Plan

## Forms

- W-4, Direct Deposit, Life Insurance

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# What do you need to do?



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# Do: Recruitment & Selection

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- Orient yourself to VISTA Assignment Description (VAD)
- Participate in member recruitment and selection
  - Plan recruitment
  - Conduct outreach and marketing
  - Screen applicants
  - Interview finalists
  - Select candidates



# Do: Coaching & Support

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VISTAs who receive supervision and coaching:

- Are the **most satisfied** and successful
- Gain the **greatest number of competencies** compared to other types of training

Members who **left service early** had **less one-on-one** contact with their supervisors

**70%** of Alumni met one-on-one with their supervisor at least once per week, compared to **52%** of Early Terminators

(JBS International, 2013)

## Do: Onboarding & On-site Orientation and Training (OSOT)

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“Onboarding, also known as organizational socialization, is a process through which new employees [in our case VISTA members] move from being organizational outsiders to becoming organizational insiders.”

(Bauer, Erdogan, Zedeck, (2011))

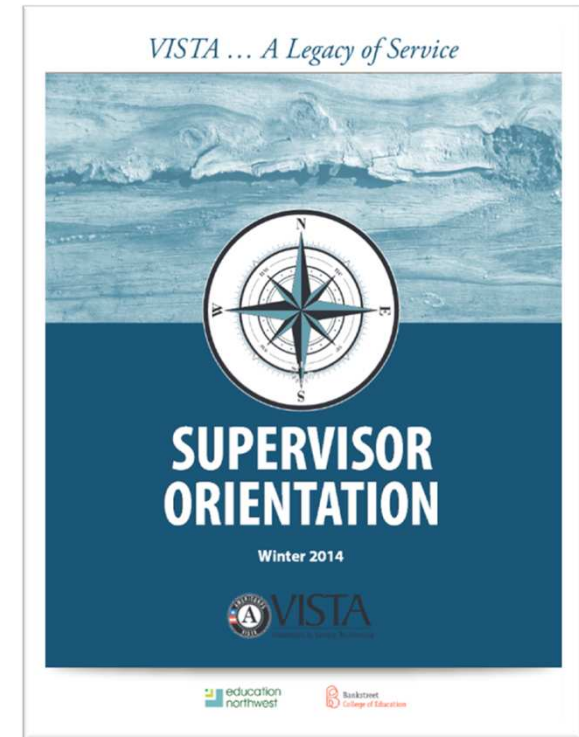


# Do: OSOT Planning

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Sample topic areas:

- Introduction to the organization and community
- Organizational purpose and mission
- Member assignment/VAD
- Supervisory roles
- Professional development



**Supervisor Orientation Workbook**  
OSOT Checklist (p. 74)

# Do: Reporting & Evaluation

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## Reports Overview

- Sponsor Verification, **Bi-weekly**
- Project Progress Report (PPR), **Quarterly** (new programs) or **semi-annually** (existing programs)
- VISTA Progress Report Supplement (VPRS),  
Annually on **October 31<sup>st</sup>**



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# Challenges & Solutions

Open discussion



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# Thank You

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Please complete evaluations

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Did you miss the January & February sessions?  
Watch webinars on demand on the VISTA Campus!

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If you have further questions or for more information, contact us:  
[VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)